PHOENIX COLLEGE FACULTY ASSOCIATION
Faculty Senate Meeting
Friday, December 7th, 2012
Library Campus Vista Room
1:00 - 3:00 pm
Minutes

Members Present: Patty Finkenstadt, John Schampel, Julie Stiak, Mark Rosati, Dianne Miller, Victor Cornell, Robin Ozz, Dennis Dodt, Jim Neuenfeldt, Salina Bednarek, Anna Marti-Subirana.

Members Absent: Scott Geddis, Kate Cross, Fred Amador, Geof Eroe.

Guests: Kurt Chambers, Paul DeRose.

I. General

A. Meeting was called to order at 1:05 pm.
B. Roll Call – members present are listed above.
C. Approval of November minutes was postponed until the next Senate meeting (February 1st 2013).
D. A motion was made (Dianne Miller) and seconded (Julie Stiak) to approve the meeting agenda. The agenda was unanimously approved.

II. Zone Reports

Zone 1

Julie reported that the planned design for the interior of the new Allied Health and Dental building plan will go to the governing board in February. Patty encouraged people to attend the February board meeting in support (February 26th).

Zone 2

Fred (in absentia) reported that cart drivers seem to be driving dangerously fast on campus. Fred contacted Paul DeRose about the matter, and it seems to be getting better since that conversation.

Zone 3

Dianne asked how assertive is PC being about communicating the end of late registration (Success From Day One/On Time Registration) to students? Is the word out now to avoid confusion? Anna mentioned this topic was raised in the Enrollment Management Committee meeting, which is having conversations with EMCC and CGCC about best practices at those institutions. English is piloting On-Time Registration this spring semester. Robin mentioned the problem appears to be the delete-purge issue, and wondered how this will be resolved.

Robin reported three people in her zone complained that there is a perception that some faculty on campus are treated more favorably than others regarding funding initiatives. She also reported a complaint that there was no all-employee pot luck.

Dianne reported that, due to the new staff in HR, her zone reports that service has significantly improved. Deb concurred, saying she received straight answers to all of her HR questions, and it represented a big improvement.

Zone 4
No report.

III. Business
A. Budget Review Committee (BRC) Charter
A motion was made (Julie) and seconded (Deb) to approve the AY 2012-13 BRC Charter. In discussion, Mark suggested that the scope of BRC be examined to encourage BRC to be proactive in how monies should be allocated at PC. Patty said this can be investigated for next year's charter. Patty noted that the BRC Charter is approved by BRC and then Senate.

There were 23 submissions for the $300,000 for recruitment and retention. It was discussed that 22 additional submissions were received late (at 8:30am). Extensive discussion was held at BRC about what BRC should do with the late submissions. Arguments were heard both pro and con on the options. The unanimous decision of BRC was to accept the late proposals. The short turnaround time of the proposal deadline was noted, and ultimately the most compelling argument was that the best ideas should be funded and the late submissions represented an extensive number of submissions. To avoid similar situations in the future, the BRC update its Charter to make clear that no late submissions will be accepted. The amount recommended to be allocated by BRC to PCLC was $240K; the remaining $60K was designated for Professional Development functions that are focused on recruitment and retention. Each VP will submit requests to BRC for evaluation and ranking.

In response to a prior information request, Patty clarified that the available funds for the recruitment and retention proposals came from the District under last year's hold harmless, and the Chancellor mandated that these funds be used solely for recruitment and retention.

Patty called the meeting into recess at 1:30 to welcome Paul DeRose and Kurt Chambers.

Paul spoke about recent changes in HR. At the beginning of October, Employee Services lost 2/3 of their employees. Thus, Paul became default HR Director. New staff has now been hired: Martha Anderson is serving as interim HR Director until June and Linda Canez is continuing to work part-time. Paul also noted that changes are being made in hiring procedures so that the hiring process should be completed in 6 weeks. One major goal of Employee Services is to improve the pay accuracy and timeliness of additional pay for overload, chair, and evening supervision duties. He indicated that this will be a collaborative effort with Academic Affairs.

In response to questions, Paul indicated that Employee Services should serve as a liaison between District HR and the hiring committees. Paul said HR is tracking each position from start to finish in an effort to avoid unexpected delays. Dianne asked about streamlining the adjunct hiring process and getting necessary documents online. Deb suggested making it a one-stop situation rather than a multi-location endeavor. It was noted that SIS entry has been a problem, and Paul is addressing

this situation. Deb reported that things are already getting better. The Senate recognized and appreciated the effort that Paul and his staff put into correcting the issues and look forward to continued improvement.

Paul mentioned that students with temporary mobility issues should contact Gene Heppard at the DRC or Public Safety for accommodations.

Kurt Chambers reminded the Senate that Blackboard is ending, and that Canvas will be the only Learning Management System at the start of Summer semester. CTLT has trained nearly 200 faculty face-to-face for Canvas and they are also offering online training. CTLT suggested all courses beginning in Fall 2013 would automatically have a Canvas course made, but that faculty may use it or not. This would save significant amounts of time for CTLT staff.

Senate was called back in session at 2:15 pm.

B. Committees Committee

Patty stated there is a significant amount of work to do this Spring, including an evaluation of committee tiers, assessment of time commitments for alternate service assignments, and an assessment of the scope and charge of the current committees. A motion was made (Julie) and seconded (Deb) that placed Robin, Salina (chair), Mark, and Dianne on the Committees Committee.

IV. Officer and Committee Reports

A. President's Report

Learning commons recommendations were accepted by PET with minor revision. Learning Commons renovations are expected to be completed by Fall 2013. Then renovations begin on C Building.

Patty requested that any faculty who are interested in service learning on PC's campus to contact Genesis Toole and Patty.

Patty discussed the status of course fees at PC and in the District. At a recent FEC meeting, the Chancellor stated that the Governing Board has the authority to repurpose course fee. If a department does not have a budgetary strategic plan for spending course fees, it should develop one as soon as possible. It was reported that PC has the 2nd highest balance of course fees in the district (~$2 million). Individual departments or programs should aim to be below $75,000. Budgetary strategic plans should be submitted to the College President and appropriate VP, perhaps as part of the annual report. These plans are essential to inform the administration of the specific purpose of fund balances and to protect them from being repurposed. Victor inquired about a timeline for preparing a course fees plan. Patty responded that departments should be working on it right now. Mark indicated that he would be willing to provide a template. Julie mentioned that some department chairs have indicated that course fees were designated for upgrading departmental computer labs. Patty and Mark reported that this issue has been discussed at BRC and there is discussion that IT and M&O have a standard "replacement" budget to enable a standardized plan to be implemented for upgrading computers, furniture, carpet, and other infrastructural items.

Hiring
The position of Director of A&R has been offered to Brenda Stark. The Directors of Enrollment Services and Financial Aid are in the process of interviewing. The Director of Advisement is posted and the HR Director will post in the Spring.

On Time Registration
The college is preparing for Success From Day One/On Time Registration in Fall 2013. Patty reported that the Common Pages language regarding this policy is still in flux.

Important Dates
Dr. George Cohen (Faculty Senate President, University of Virginia) will be speaking on **January 9**, in the Bulpitt Auditorium.
The Hannelly Center Grand Opening is scheduled for **January 24**.
The Budget Forum will be held **February 25**, 2pm, in the John Paul Theater. Debbie Thompson will talk about the District Budget and the status of Performance Based Funding.
All employees are encouraged to attend the above events.

B. Officers Report
C. Faculty Executive Council (FEC)
Meet and Confer has extensively discussed the implementation plan for the new 60:40 ratio for instructional faculty. There is discussion that the RFP may include a data-informed policy for service faculty. The language in the RFP regarding the College Staffing Committees will be strengthened, and the appropriate usage of OYOs and OSOs will be more clearly outlined. Additional changes may include an evaluation of the FEP for probationary faculty and further inclusion of peer-review ideals.

Many changes to the Common Pages are being recommended. The comment period on proposals is open until February 13.

D. Phoenix College Leadership Council (PCLC)
Ben Miranda, newly elected Governing Board member, and Doyle Burke, continuing President of the Board, will be invited to PCLC in the Spring.

E. Senate Standing Committees
Updated membership cards are available. Please see your Zone Senator.

V. Information
A. HLC Accreditation and Assessment Academy
Deb mentioned that the Spring All-Employee convocation and the All-Faculty convocation will be focused on these topics.

B. SASS
Julie stated there has been improved faculty involvement during the Fall semester. When faculty receive an eSASS report, the results are compiled and sent to the appropriate coach. SASSed

students have 1 week to meet with their SASS faculty mentor and the coach. If the recommended plan is not followed by the student athlete, there are repercussions, including missed games. Julie strongly urged that SASS mentorship should be a tier one service assignment. This recommendation was forwarded to the Committees Committee for consideration. Julie requested two additional SASS mentors for the Spring. The SASS Committee submitted a BRC request for a student specialist to support the academic outcomes of student athletes.

VI. Adjournment

A motion was made (Deb) and seconded (Julie) to adjourn. Meeting was adjourned at 3:07 pm.

Next Faculty Senate Meeting
Friday, February 1, 2013
1:00 – 3:00 pm

Respectfully submitted by John Schampel, Jan 27, 2013